

HR manager CV

Personal profile

An accomplished and driven professional with an entrepreneurial spirit and unmatched drive. Possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. Richard is currently looking for a varied and challenging role with an organisation where he can make a name for himself and be rewarded financially for hard work.

Career history

HR Manager

Local Authority May 2008 – Present

Having overall responsibility for the recruitment policies of the company and also the welfare of the staff. Also managing the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner. Ensuring that all procedures comply with the Data Protection Act.

- Ensuring that only the best candidates with the right qualifications, skills and experience are employed.
- Writing informative job descriptions.
- Negotiating advertising rates with newspapers & online job boards & then placing job adverts with them.
- Liaising closely with trade unions, employee representatives and solicitors.
- Drafting offers of employment and promotion.
- Providing guidance to work colleagues and senior company management on all employment matters.

HR Advisor

Made up Company May 2006 – April 2008

Key competencies and skills

Human resources

- Comprehensive understanding of all current UK employment law legislation.
- Certificate in Employment Relations Law and Practice (CERLAP).
- Experience of managing grievance and disciplinary procedures.
- Able to develop, maintain and implement HR policies.
- Keeping all company employees are informed of key employment and company issues.

Personal

- Excellent organisational skills.
- Able to tactfully deal with difficult and sensitive situations.
- Good oral and written communication skills.
- Influencing, persuading, coaching and negotiating skills.
- Pro-active and self-motivated.
- Ability to prepare and present reports to director level.

Academic qualifications

BA (Hons) Business Management
Nuneaton North University 2005 - 2008

References - Available on request